

~~Administrative~~ Internal Use Only

21 October 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, Administrative Staff
SUBJECT: Weekly Report for the Week Ending
21 October 1981

STAT 1. [] resigned from Operations Division
on 16 October 1981. He accepted an accounting position with the
Department of Commerce. (U)

STAT 2. [] a former summer-only in OMS, EOD'd in
Operations Division as a part-time computer operator on 19 October
1981. (U)

3. Following FYI from a recent vacancy notice listing:

SECURITY ESCORT - GS-06 DDA/OS HQS [] 30Oct81

STAT

Work on an overtime basis for Office of Security as
Security Escort. Escorts uncleared personnel in Agency
buildings. It is necessary to offer this overtime work
to maintain proper staffing to ensure against unauthor-
ized exposure to or disclosure of classified information.

QUALS: REQ: Willingness to work 4 to 6 hours twice
weekly on a set schedule, e.g., 1800 to 2200 hours Monday
and Wednesday each week.

QUALS: DES: Willingness to work daytime hours.

FOOTNOTES: GS-06 and below; all buildings in Washington
metro area.

STAT CONTACT: [] 4E-63 HQS, [] (AIUO)

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4. Following from the Office of Logistics:

"In order to test the new emergency power generator system, it will be necessary to curtail electrical service to the entire Headquarters compound on Sunday, 25 October 1981, from 0800 hours to 1600 hours. Power will be out for fifteen-minute intervals on several occasions during the period. The only areas which are scheduled to have uninterrupted service during this period are the communications center and computer centers GC03 and GC47. Elevators will be out of service during the entire period.

It is requested that personnel within your component who plan to be in the Headquarters Building on Sunday, 25 October 1981 be notified of this work. Activities should be rescheduled is possible. Particular care should be exercised at those times when lights are out. Should you have any questions, please contact Headquarters Engineering Branch on [] (U)

STAT

5. As of 21 October 1981, ODP had 33 delinquent Performance Appraisal Reports. They break down as follows: ODDP (5), OPSD (6), SPD (12) and ED (10). (U)


Chief, Admin Staff

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